



FLITWICK TOWN COUNCIL

Ref: Agenda/Corporate-26/07/2022- 67

21st July 2022

Dear Sir/Madam

Members are hereby summoned to the **Corporate Services Committee meeting** that will take place on **Tuesday 26th July 2022 at The Rufus Centre**, commencing at **7.45 p.m.** in order to transact the under mentioned items of business. Yours faithfully

Rob McGregor

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Town Clerk

Committee Members: Councillors Blazeby, Roberts, Snape, Toinko, Lutley, Gleave, Platt, Shaw

Distribution: All Town Councillors
Notice Boards
Website

Statement for Virtual Meetings

I would like to inform everyone present that this meeting is being filmed and that by joining this meeting you are consenting to being filmed. Can I also remind Councillors and members of the public not to disclose any personal information regarding an individual as this might infringe the rights of this individual and breach data protection rules. Can I also remind you when not speaking to mute your microphone.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

(a) Disclosable Pecuniary interests in any agenda item.

(b) Non-Pecuniary interests in any agenda item.

3. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman.

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Click the link below to join this Teams meeting:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzNmOGYwMjktZDI5My00MzlkLTg0ZjgtYWEyZTFjNGEyNGVh%40thread.v2/0?context=%7b%22Tid%22%3a%2240e995ae-789a-4e33-95b3-c51501ea6c4a%22%2c%22Oid%22%3a%221a1e83d2-fc3d-46f4-92bc-b4407aca52d1%22%7d

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

6. **MEMBERS QUESTIONS**

To receive questions from members.

7. **MINUTES**

- a. For Members to receive and adopt the minutes of the Corporate Services meeting held 28th June 2022.

8. **MATTERS ARISING**

- a. Minutes of the Corporate Services Committee Meeting 28th June 2022.

9. **ITEMS FOR CONSIDERATION**

a **Flitwick Scout Group**

Members are asked to consider the additional information presented verbally by the Scouts representatives under the Public Open Session relating to the extension plans for their building. The plans have been recirculated for Members.

A copy of the letter sent to the Scouts following the previous meeting is included in the supporting papers.

The Chairman will invite the Scout representatives to answer any Members' questions/comments at his discretion.

b. **Projects 2022-23 & Rolling Capital Fund (RCF)**

At the Council meeting on 19th July, Members discussed that some projects funded from the RCF were not 'capital' projects. Members commented on the inflexibility of the current revenue budget and Corporate Services Committee are asked to agree an approach. It was suggested at the Council meeting for Officers to draw up a costed plan for expected funding of projects for this financial year.

Officers reported at Council on 19th July that the accountant had advised the RCF was for capital projects or non-recurring expenditure.

c. **Community Buildings & Environmental Audit**

A contractor was selected to deliver the Council's Environmental Audit at the Council meeting on 19th July. Members are asked to consider engaging with local organisations who

lease land from the Council for their community buildings as part of the Audit, to gain an assessment of their carbon footprint.

d. Club 200

Members are asked to consider the circulated report from the Senior Finance Officer regarding a Town Mayors Charities Fundraiser 'Club 200'.

10. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members are asked to note the following finance reports:

- i) Income and Expenditure by Committees
- ii) Whole Business Summary
- iii) Corporate Services Budget for June (month to be replaced on each agenda)
- iv) Cashbook
- v) Bank Reconciliations
- vi) CCLA investments
- vii) RCF Summary

b. Delivery Plan

- i) Members are asked to note the Delivery Plan for Corporate Services.
- ii) Members are asked to note the consolidated list of Committee priorities.

c. Social Media Update

Members are asked to note the verbal update from the Communications & Marketing Manager on social media.

d. Website Statistics

Members are asked to note the website statistics circulated.

e. Marketing & Communications Forward Promotional Plan

Members are asked to note the Marketing & Communications Forward Promotional Plan circulated.

11. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a) Finance Reports Part 2 – For information.

12b) Leases Update – for information

12c) Officers Update – for information

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.